1998-99 CATS ASSESSMENT
Open-Response Item Scoring Worksheet

Grade 10—Vocational Studies

The **academic expectation** addressed by "Computer Tools for the Yearbook" is

2.37 Students demonstrate skills and work habits that lead to success in future schooling and work.

The **core content** assessed by this item includes

- Different jobs and careers (e.g., health field, manufacturing, agriculture) use a variety of technology types.

Computer Tools for the Yearbook

Chris has been named business manager for the school yearbook. Responsibilities of this position include corresponding with outside companies, keeping records of sales, maintaining the budget, and promoting sales of the yearbook.

a. Choose **two** applications or computer tools **other than hardware** that could assist Chris in fulfilling some of his duties as business manager.

b. Explain how each software program could be used.

Score	Description
4	Student identifies 2 appropriate applications/tools and clearly explains the function of each and how they will help with Chris's specific duties.
3	Student identifies 2 appropriate applications/tools and clearly explains the function of 1 and how it will help with Chris's duties.
2	Student identifies 2 appropriate applications/tools and explains which of Chris's duties they will help accomplish. **OR** Student identifies 1 appropriate application/tool and clearly explains how it will help with Chris's specific duties. **OR** Student identifies 2 appropriate applications/tools and explains which duty 1 application/tool will help accomplish.
1	Student identifies 1 or 2 appropriate applications/tools with little or no explanation. **OR** Student describes how the computer can be used without identifying any specific applications or tools.
0	Response is totally incorrect or irrelevant.
Blank	No response.

APPLICATION/TOOL NOTE:

• Each application/tool should relate to a different task (e.g., a word processing program and MS Word would be considered 1 application/tool).

EXPLANATION NOTES:

• An explanation must refer to at least one of Chris's specific tasks and responsibilities. In other words, the following is **not** considered an explanation because it does not refer to one or more of the specific tasks listed in the question: "Microsoft Works includes tools to easily organize Chris's tasks. By clicking on Task Wizard, services such as accountant book, file sorter, etc., appear."

• **Clear explanation** indicates which responsibility the application/tool will help Chris to complete. **In addition**, it describes features of the application/tool that will be helpful **and/or** it clearly and explicitly states how the application/tool can be used to complete the task.

Applications/tools:	Examples of clear explanations:	Tasks the application/tool could help accomplish:
Word processing MS Word	for creating letters and memos to other companies; for creating attractive pamphlets, banners, posters, or flyers (with graphics) to promote sales	for corresponding with outside companies; for promoting sales of the yearbook
Database	for organizing and computing data; for keeping track of sales and computing profit; for recording specific details about advertisers and buyers	for keeping records of sales
Spreadsheet Excel Lotus Quicken	for organizing and computing financial data; for computing profit; for setting up equations to calculate earnings or bills to pay; for showing financial information in pie charts or graphs	for maintaining the budget
Desktop publishing, drawing program Corel Draw Pagemaker MacDraw/Paint Photoshop Power Point	for creating attractive promotional pamphlets, banners, posters, or flyers with graphics	for producing documents (e.g., documents to promote sales of the yearbook)
Internet	e-mail for corresponding with outside companies and printers any time of the day or night and so he won't need to worry about missing phone calls; for creating a yearbook website to promote sales and attract advertisements	for corresponding with outside companies; for promoting sales of the yearbook
Quicken	for writing checks and/or keeping a running balance of how much money he has spent on various types of things and how much he has left	for maintaining the budget; for keeping track of the money that has been spent and that is left

Not acceptable as applications/tools:

Windows

Modem

Disk

Record keeping software

Writing program/software

Business program/software

DOS

Sample 4-Point Response of Student Work

Student Response

In Chris's job as business manager, he has several job responsibilities that make up his job description. I am familiar with some computer programs that could make his life easier and less stressful. They are: Microsoft Excel and Corel Draw.

Microsoft Excel has to do with spreadsheets that can help show sales records and help keep budgets. Using this program, Chris can write down all the sales that have happened on the computer and Excel will add it up, instantly cutting Chris' work time by at least a half.

Also, Corel Draw is another unique program that incorporates arts and literature so Chris can make up colorful and artistic designs that take very little time to do.

Lastly, Microsoft Works is a program that allows a person to type letters, papers, documents, etc. This will help Chris work with outside companies better because his letters and written reports will be more professional and perfected.

If Chris uses all three of these tools in his work he will have much more spare time and less work.

← Student identifies two appropriate applications/tools (i.e., Microsoft Excel and Corel Draw).

← Student clearly explains how Microsoft Excel could be used to maintain the yearbook budget.

← Student discusses Corel Draw, but does not indicate which of Chris's specific tasks the program could be used to complete. Consequently, no credit is given for an explanation.

← Student identifies a third application (i.e., Microsoft Works) and clearly explains how it can be used to communicate with outside companies.

Overall, the student demonstrates solid knowledge of computer technology that will facilitate success in future schooling and work by identifying and describing specific applications/tools.

Sample 4-Point Response of Student Work

Student Response

To assist Chris in his duties of corresponding with outside companies and promoting sales, an Internet provider and a printing/artwork shop would be beneficial.

The internet provider would help communicate with outside companies (assuming the companies have an e-mail address and/or web page). Chris could communicate at any time with e-mail, in case it's the company's off hours. This application can also let Chris look at the company's web page to find out more about that company, or help him find additional help. A program that's good and can do a variety of things.

The print and artwork shop is beneficial because he could create posters or banners to promote the yearbook, and therefore boost sales. This program could also help lay out the yearbook pages, and find the best setup or design. Pictures from this program could also be placed on the yearbook. The variety of uses this program has is also beneficial.

Student identifies two appropriate applications/tools (i.e., Internet, print and artwork shop).

Student clearly explains how the Internet could be used to communicate with outside companies.

Student clearly explains how a print and artwork shop application could be used to promote sales of the yearbook.

Overall, the student demonstrates solid knowledge of computer technology that will facilitate success in future schooling and work by identifying and describing specific applications/tools.

Sample 3-Point Response of Student Work

Student Response

Various computer tools can be used to help Chris in his job as business manager for the school yearbook. Chris could use the Internet to communicate with outside companies any time of day. He could also promote yearbook sales by setting up a website. Another tool that will help Chris is an automated accounting program. This would allow Chris to keep track of sales and maintain the budget by punching a few keys instead of shuffling through hundreds of papers that are likely to be lost. As you can see, Chris will be able to do a great job and stay organized if he uses a computer.

← Student identifies a computer tool (i.e., the Internet) and clearly explains how it could be used to help Chris with two of his duties.

← Student identifies a second application/tool (i.e., an "automated accounting program") and explains that it could be used to complete two of Chris's duties. However, the student's explanation is somewhat limited. A clear explanation would have indicated what kind of information Chris would be "punching in" and what the program would do with that information.

Overall, the student demonstrates knowledge of computer technology that will facilitate success in future schooling and work, though some important details are omitted.

Sample 2-Point Response of Student Work

Student Response

A computer is always a useful tool when working and would probably be very useful to someone managing a business. Whether you're a business manager for a school yearbook or the C.E.O. of a multi-million dollar company you still have a business to manage and a computer can make this job much easier. Two tools which could be useful for this job are spreadsheets and the Internet. Spreadsheets would be helpful in keep records of sales and maintaing the budget. The Internet could help you promote your yearbook and help you to correspond with other companies. The computer was very helpful to me when I managed a fake business in my computer class. Both of these tools and others help me make my business succeed.

Student identifies an application (i.e., a spreadsheet program) and identifies which duties it could be used to fulfill.

Student identifies a second application/tool (i.e., the Internet). Again, the explanation does not go beyond identifying which duty it can help fulfill.

Overall, the student meets the requirements for the first way to earn a score of 2: Student identifies two applications/tools and explains which of Chris's duties they will help accomplish. The response demonstrates some knowledge of computer technology important to success in future schooling and work, however, major details are omitted.

Sample 1-Point Response of Student Work
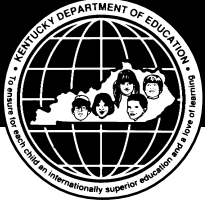
Student Response

As a business manager for the school yearbook, Chris has many duties. To fulfill some of his duties such as keeping records of sales, and promoting sales, Chris needs to know some computer skills. Many software programs could help Chris to keep things in order by putting the information in the computer. Chris could keep records of sales in the computer and that way he cannot lose them.

Also, when Chris goes to promote sales of yearbooks, he can use a program to type letters. Chris could promote sales by posting up letters and posters he made from the computer.

The student identifies the duties that Chris could complete using a computer, but no specific applications or tools are identified.

Again, the student identifies duties without offering any specific application or tool that could assist Chris.

Overall, the student correctly states that there are computer applications and tools that would be useful to Chris, but does not identify any. Although the student does not follow the instructions given in the prompt, correct and relevant information is presented. Therefore, the paper receives a score of 1.

The open-response item **"Computer Tools for the Yearbook"** assesses students' knowledge of computer technology that will facilitate success in future schooling and work. The instructional strategies below present ideas for helping students explore and master these concepts.

Present to the class an overview of the major types of computer software and hardware and their various functions.

Invite a member of the business community to the classroom to describe or demonstrate the different ways she or he uses computer applications/tools on the job.

Lead a class discussion on the different computer applications/tools that are used in various jobs/careers. Discuss the reason(s) why and the specific ways in which the applications/tools are used.

Have students work individually, in pairs, in small groups, and/or as a class to complete any or all of the following activities:

- Investigate a particular computer application/tool and create a poster showing a list of tasks for which the application/tool would be useful and a specific explanation of how each task can be completed using the application/tool.

- Identify a possible career or job of interest and brainstorm computer applications/tools that would be of use on the job.

- Create a chart that shows the similarities and differences between two different software programs or two different types of applications.

- Research a business or locate a site on the Internet that is a good example of how computers and other technology are revolutionizing the way that people get their work done. Present findings to the class.

- Select a business or job (e.g., publisher, doctor's office, library, public utility). Research how computers are used in the business or job and calculate the hours (and therefore dollars) saved by using computers.